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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.



October 7, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 13

Supplement D (Revised)

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Reference of violation cases to the Compliance Branch

Apparent violations of the food orders under the jurisdiction of this Branch, may be divided into the following categories:

1. Irregularities which require an investigation.
2. Irregularities, wherein the issuance of a warning letter is sufficient. For these cases, the Compliance Branch has been authorized to issue warning letters.

In order that a more effective control, of the cases referred to the Compliance Branch, may be established, the procedure to be followed in referring each type of case is outlined below:

I. Request for Investigation

A. The Order Administrator shall:

1. Prepare Form FDA-355 (original and 3 copies) setting forth all information pertinent to the violation.
2. Sign all copies of the form.
3. Attach a set of copies, of all pertinent correspondence concerning the violation, to each copy of Form FDA-355.

4. Forward the completed form with all copies and attachments to the Chief of the Division
- B. The Division Chief shall initial one copy of the form and forward the complete file to the Chief of the Operational Planning and Services Division.
- C. 1. The Operational Planning and Services Division will set up a control for following the case and keeping the Order Administrator advised of developments.
2. The Chief of the Operational Planning and Services Division shall initial the same copy of the form which was initialed by the Chief of the commodity Division and return that copy to the Order Administrator. The original and 2 copies of the form will be forwarded to the Chief of the Compliance Branch.

II. Request for Warning Letter where no Investigation has been Conducted

- A. Where the Order Administrator determines that the violation does not warrant an investigation, he shall prepare a memorandum to the Chief of the Compliance Branch (original, 2 white and 1 blue copy, other file copies are not required). This memorandum shall be signed by the Order Administrator and transmitted to the Chief of the Commodity division, who shall initial one copy and forward the memorandum to the Chief of the Operational Planning and Services Division.
- B. A control will be set up by the Operational Planning and Services Division. One copy of the memorandum will be initialed by the Chief of ~~that~~ Division and returned to the Order Administrator. The original and one copy of the memorandum will be forwarded to the Chief of the Compliance Branch.
- C. It will not be necessary to attach copies of correspondence on the case to the memorandum.

The Operational Planning and Services Division shall act as a focal point for all compliance cases and shall maintain liaison activities with the appropriate Divisions in the Compliance Branch. Arrangements have been made with the Compliance Branch for all reports and memoranda pertaining to Special Commodities Branch cases to be forwarded to the Operational Planning and Services Division.

